



**AD HOC RETREAT PLANNING COMMITTEE
MINUTES**

Thursday, January 12, 2017

10:30 A.M. – 11:00 A.M.

Arizona Developmental Disabilities Planning Council
3839 North 3rd Street, Suite 306
Phoenix, Arizona 85012

An Ad Hoc Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on Thursday, January 12, 2017 at the ADDPC, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
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Monica Cooper, Telephone Andrew Robinson, Telephone	Angelina James
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Staff/Guests Present	Members Absent
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Erica McFadden, Executive Director Lani St. Cyr, Fiscal Manager Marcy Crane, Grants Manager Sarah Ruf, Community Relations Specialist	
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A. Call to Order:

Chairperson Monica Cooper called the meeting to order at 10:35 A.M. Welcome and introductions were made.

B. Review of Locations

The Committee reviewed the information provided by the two hotel locations being considered for the 2017 Council Retreat. The Double Tree, Tempe was the first to be discussed and the strengths and weaknesses of the location were noted. The discussion then went to the Holiday Inn & Suites, Phoenix Airport North. After further discussion the Committee determined the preferred location to be the Holiday Inn & Suites, Phoenix Airport North because of its central location and easier access to the conference area.

After the location was determined the discussion turned to the five lunch options available at the Holiday Inn. The preferences of the Committee members were noted, a vote was made and the Southwest Sonoran Buffet option was selected.

- Angelina James made a motion to have the 2017 Council Retreat at the Holiday Inn & Suites, Phoenix Airport North location.
- Andrew Robinson seconded the motion.
- The motion carried.
 - Andrew Robinson made a motion to select the Southwest Sonoran Buffet as the lunch option for the retreat.
 - Angelina James seconded the motion.
 - The motion carried

C. Retreat Agenda

The Committee was asked what items they would like to see on the agenda for the retreat and what they hoped to get out of it. Angelina James mentioned having a review of what the Council is doing, reinforcing what needs to be done, and the Council member's role in it. Additional ideas mentioned include: Council member feedback, overview of grants, overview of financials, current Council membership, review of 2017 work plans, and getting input from other State Councils regarding innovative ideas.

It was determined that a draft agenda will be developed and distributed for Retreat Committee feedback and any further suggestions can be sent through email to Lani St. Cyr to be considered as additions to the agenda.

There was also discussion about determining a new facilitator for the retreat, as BJ Tatro has retired. The Committee agreed that they would allow the Council staff to determine the facilitator for the retreat.

- Angelina James made a motion to include the suggested items on the agenda and to have the draft agenda reviewed by Committee members before finalizing.
- Monica Cooper seconded the motion.
- The motion carried.

D. Next Meeting

The Committee determined that no further meetings were required at this point, but can be held if needed in the future.

- Monica Cooper made a motion not to hold another ad hoc retreat meeting unless necessary.
- Angelina James seconded the motion.
- The motion carried.

E. Call to the Public

No members of the public were present.

F. Adjourn

The meeting was adjourned at 11:10 A.M.

- Andrew Robinson made a motion to adjourn the meeting.
- Angelina James seconded the motion.
- The motion carried.